



Revenue Careers



Tired of Diminishing Returns? Invest in a Great Career at Revenue!

Great Careers!

Explore opportunities with Department of Revenue! Revenue's dynamic team is comprised of dedicated professionals who fairly and efficiently collect revenues and administer programs to fund public services, and advocate sound tax policy. We provide great solutions and service by attracting and retaining the best talent and building a diverse workforce. Our employees are our greatest asset. As a member of Revenue's team, you have an important role in our agency mission.

Great Talent!

The Department of Revenue employs approximately 1,000 people, including revenue auditors and agents, tax examiners, administrative law judges, property appraisers, foresters, and computer analysts.

Great Location!

Revenue headquarters is located in Olympia, home to the state capitol. The city, located on Puget Sound's southernmost tip, is rich in history, culture, and natural

Position: Tax Service Representative 2
Division: Special Programs

Location: Olympia
Notice: 1-5-306-OC

Opens: February 2, 2006
Closes: February 17, 2006

Primary Duties:

This position will primarily be responsible for contacting delinquent and non-reporting accounts via phone and letters to ensure collection of unreported unclaimed property. Duties include all routine compliance functions including processing and tracking delinquent notices and targeted compliance mailings, making telephone follow-up calls to affect collection and explaining reporting requirements and procedures via phone, email, and letter. This position will also assist in special projects including increasing electronic reporting, the safe deposit box program, and reporter education.

Compensation:

\$2321-\$2932 per month (Range 37), depending on qualifications. Outstanding benefits including health, dental, life and long-term disability insurance; vacation, sick, military and civil leave; dependent care assistance program; employee advisory service; deferred compensation plans; educational benefits program; 11 paid holidays; Commute Trip Reduction Incentives; flexible work hours; training; and state retirement plans.

Desired Qualifications:

A Bachelor's degree involving major study in business administration, accounting, public administration, police science, law or closely allied field.

OR

One year of experience as a Tax Service Representative within Washington State service.

OR

Any four year combination of above mentioned college course work and experience as a Tax Service Representative within Washington State service.

OR

Experience in the field of personal finance, law enforcement, adjustment of claims, collection of civil debts or other directly related field will substitute, year for year, for the education

beauty. Olympia's location provides easy access to the Cascade Mountains, Olympic Peninsula, and the Pacific Ocean.

Great Benefits!

- Competitive salaries
- Excellent health and retirement benefits
- Generous paid vacation and holidays
- Promotion opportunities
- Cross-training opportunities
- Continuous learning opportunities
- Talented co-workers
- Meaningful and ethical work
- Serving citizens and making a difference

Visit us at www.dor.wa.gov

How to Apply

E-mail: jobs@dor.wa.gov

FAX: (360) 664-0658

Mail: Department of Revenue
Office of Human Resources
Attention: Recruitment
P.O. Box 47463
Olympia, WA 98504-7463

WORKING TOGETHER
TO FUND
WASHINGTON'S
FUTURE

requirement.

Examination:

The exam is a four hour multiple-choice test that measures your knowledge, abilities, and aptitudes to perform the duties of the job. You will be notified by mail when and where to appear for the written test. Bring picture identification with you when you come to take the test. We will mail your score to you but we cannot tell you your ranking on the list of job applicants. **If you have taken the Tax Service Representative 1 exam within the last two years, and would like to be considered for this position, your exam score can be used for this application. Please indicate so in your application.**

How to Apply:

Initial screening will be based solely on the information contained in your application. The state application is available at: <http://hr.dop.wa.gov/forms/stateapp.doc> Please use word formatted applications only. Failure to follow submission instructions will result in a failing score.

Read and follow the instructions in the exam section and send your completed application to:

E-mail: TomR@dop.wa.gov
please indicate position title in subject line

Mail: Attention: Tom Rawlings
Department of Personnel
Applications Unit
600 South Franklin Street
PO Box 47561
Olympia, Washington 98504-7561

Special Note:

This position is covered by a collective bargaining agreement between the Department of Revenue and the Washington Public Employees Association (WPEA), which contains a "union security" provision. This means that, as a condition of employment you must either join the union and pay union dues, or pay the union a representational or other fee within 30 days of the date you are put into pay status. Prior to any new appointment into the Department of Revenue, a background check will be conducted.

The Washington State Department of Revenue is an equal opportunity employer. Women, racial and ethnic minorities, persons of disability, persons over 40 years of age, and disabled and Vietnam era veterans are encouraged to apply. Persons of disability, who need assistance in the application/testing process, or those needing this job announcement in an alternative format, may call the Office of Human Resources at (360) 725-7501, TDD/TTY (360) 664-0580.

